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ABSTRACT

In response to its space limitations, the Robert Manning Strozier Library at Florida State University decided to reduce the size and rate of growth of its federal documents collection. The committee charged with the task decided that the first step was to codify selection/deselection procedures into a written policy. The policy had to be consistent with the library's general collection development policy and in compliance with the Superintendent of Documents guidelines for depository libraries. for reviewing the policy every 3 years. A list of seven other libraries and drew from them, as appropriate, their organization, consideration of critical factors, or language. This paper includes a copy of the final draft of the Florida State University policy, which is divided into six sections: (1) a history and description of the current collection; (2) a description of the university and community audiences served by the depository and the responsibilities and services of selective depositories; (3) selection and deselection policies; (4) guidelines for selection; (5) the weeding process; (6) a means for reviewing the policy every 3 years. A list of seven libraries that furnished the committee with copies of their depository policies is appended. (Contains 10 references.) (KRN)

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FORMULATING A COLLECTION DEVELOPMENT POLICY FOR A SELECTIVE FEDERAL DEPOSITORY IN AN ACAMEDIC LIBRARY

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FORMULATING A COLLECTION DEVELOPMENT POLICY FOR A SELECTIVE FEDERAL DEPOSITORY IN AN ACADEMIC LIBRARY

Typical of many research libraries, the Robert Manning Strozier Library at Florida State University is suffering from space limitations. This is certainly evident in the federal documents area. As one approach to this problem, a Task Force on Federal Documents Selection and Deselection was appointed. The Task Force determined that the first step in meeting the charge to reduce the collection size and rate of growth was to codify the selection/deselection procedures currently in practice into a written federal documents collection development policy. With a written policy, staff can more easily determine whether items in the profile truly meet the needs of our constituency. The next step was to eliminate items that did not meet those needs and ultimately to review the existing collection, that is, weed the collection.

Since the policy was to become a part of the library's general collection development policy, it had to be consistent with it. Furthermore, the policy needed to acknowledge and be in compliance with the Superintendent of Documents guidelines for depository libraries. The Task Force also felt that the experience of other libraries at institutions of similar size and/or focus might be helpful. Using A Directory of U.S. Government Depository Libraries, fourteen libraries were selected and asked for their federal documents collection development policies. Several additional policies were identified in the ERIC data base on CD ROM. In reviewing these policies, some proved useful, either for organization, consideration of critical factors or language. They are listed in Section B. of the bibliography and their contribution is gratefully acknowledged. Others were not used, simply because their format or goals were not relevant for Florida State University's policy.

The Task Force then decided what sections were essential for this particular policy and developed an outline which was used for writing assignments. After

extensive rewriting and editing the policy was submitted for review by the entire library staff before being officially adopted.

Since the Task Force was both guided and stimulated by the efforts of other libraries, they felt that their policy might be helpful to other committees charged with writing or revising documents collection development policies. The following federal documents collection development policy is, therefore, submitted.

Collection Development Statement, Robert M. Strozier Library, 1985

Supplement: Collection Development Policy for Federal Documents

I. BACKGROUND

This collection development policy for federal government documents has been written in accordance with the mission and goals of the "Collection Development Statement, Robert M. Strozier Library, 1985".

By virtue of Congressional designation, Strozier Library has been a selective federal depository since 1941. Currently, four other selective depository libraries in Leon County also serve the Second Congressional District. They are the Florida Agricultural and Mechanical University (FAMU) Coleman Library, the College of Law Library at Florida State University (FSU), the State Library of Florida and the Florida Supreme Court Library.

Selective depositories are not required to receive all federal publications but only those items best suited to the needs of the local area. A regional depository is required to receive and maintain everything printed by the

Government Printing Office (GPO) and to provide assistance to the selective depositories. The Regional Depository for this area is the University of Florida Library in Gainesville.

The Strozier Library federal documents collection is by far the most comprehensive in the Congressional District. Presently the Library selects approximately 90% of the items offered by the GPO. The bibliographic count of this collection is over 300,000 in paper and another 300,000 in microform. There are over 500,000 paper pieces and approximately 700,000 microform pieces. Other formats are also acquired and are increasing in number and significance.

Nearly all federal documents are housed in the Documents, Maps and Micromaterials Department and shelved in Superintendent of Documents (SUDOC) classification order. Most maps and nautical charts are filed in Library of Congress (LC) classification order in the Department. A few reference materials are cataloged and shelved in various library departments.

The Department also includes collections of United Nations, British, Canadian, Florida and other state documents. In addition to the documents in microformats, all of the library's micromaterials, except those meeting subject criteria for the Harold Goldstein Library Science Library, Warren D. Allen Music Library and the Paul A.M. Dirac Science Library, are also maintained by the Department.

II. STATEMENT OF RESPONSIBILITY

A. **Community Served.** The Strozier Library Federal Depository Collection serves the city of Tallahassee (pop. 130,284), the broader Leon County area (pop. 192,493), and the still broader Tallahassee Metropolitan Statistical Area (pop. 239,900).[1] In addition, it must serve the Second Congressional District, which

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[1] Tallahassee, Florida's Capital City: Marketing Data Directory for Leon County and the City of Tallahassee, published by the Tallahassee Area Chamber of Commerce, 1991.

covers a northern Florida area of almost 25 counties.[2] This district is largely rural, with a National Forest and large tracts of pine trees sustaining companies that make paper and pulp. Peanuts, soybeans and tobacco are among the important farm products.

> Tallahassee, the Capital City of Florida, is strongly oriented toward governmental and educational activities. Of an estimated 114,000 workers in the Tallahassee Metropolitan area civilian labor force, approximately 40% work for either state, local, or federal government agencies. The remainder of the demand for labor is almost equally divided into those industry groups that generally support urban populations and governmental affairs. Heavy industry in the area is limited, with major types of manufacturing being lumber and wood products, printing and publishing, and food and kindred products.[3]

Tallahassee has recently attracted such employers as Tadiran/General Dynamics, a Supercomputer Computations Research Institute (SCRI), and the National High Magnetic Field Laboratory. Innovation Park, a research and development park, is aimed at leading edge technology and is supported by state-of-the-art computer services.

FSU (enrollment 28,327) and FAMU (enrollment 8,411)[4] have a joint Engineering School and together offer over 70 doctoral programs in a wide variety of specialties. The state's fastest growing community college, Tallahassee Community College (enrollment 16,892) is also located here.

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[2] The Florida Handbook, 1991-1992 by Allen Morris.

[3] Op.Cit. 1

[4] Op. Cit. 1

B. Responsibilities and Services of Selective Depositories. The Guidelines for the Depository Library System states that "The purpose of depository libraries is to make U.S. Government publications easily accessible to the general public and to insure their continued availability in the future," and that services are guided by the principle that "all users must be treated alike". The Department follows the recommended practices of the Guidelines... and the Minimum Standards for the Depository Library System, with regard to accessibility, equality and delivery of service. Circulation policies, posting of signs, and public service hours conform to federal requirements.

In compliance with the Guidelines..., staff at the Documents Information Desk handle phone queries, factual and location questions, interpret library policies and procedures, and refer patrons to other service desks when appropriate. They teach library users how to use the primary finding tools for U.S. documents, and how to retrieve information in the available databases. In addition, the Department staff provide general and subject-specific tours and bibliographic instruction service in coordination with the FSU Libraries' Orientation and Bibliographic Instruction Program.

Federal documents are made available to other libraries through interlibrary loans, and the Department makes every effort to order titles which FSU patrons have had to borrow through interlibrary loans from other libraries.

Other services include the provision of equipment for reading and printing from microforms, change machines and public photocopiers. The Department also houses and maintains the hardware necessary to use depository materials issued in CD-ROM format. Printing and downloading facilities are available at CD-ROM work stations. If the necessary software or hardware is not available onsite, the Department loans the disks.

III. SELECTION/DESELECTION PROCESS

The Department selects those items best suited to the needs of the university community and the surrounding area. Decisions are based on current usage and the information needs of library users.

Selection and deselection is the responsibility of the Head of the Documents Department and the Documents Department Unit Heads. Items are selected from the List of Classes of United States Government Publications Available for Selection by Depository Libraries and the survey shipping lists that are issued irregularly. The selection of item numbers is reviewed on a continual basis with all changes made by May 15 of each year for inclusion in the annual profile. Changes are submitted to the Government Printing Office throughout the year as they occur even though GPO may only implement them periodically. Suggestions are welcome from teaching faculty, librarians, and patrons.

Consultations within the Leon County Documents Caucus, which consists of representatives from the federal depository libraries in the county, are carried out in an effort to promote library cooperation and eliminate costly duplication of materials.

Claims to GPO are processed in a timely manner. If the GPO supply has been exhausted, a decision is made by the Federal Unit Head to purchase the document or to acquire it from other sources. Individual titles requested by patrons which have not been received on deposit are acquired, if available, from the issuing agency, GPO sales, the National Technical Information Service, or from any other feasible source. The replacement of lost or damaged material is handled in the same way. The Department also acquires indexes and finding aides from commercial sources to aid in accessing the collection.

IV. GUIDELINES FOR SELECTION MAY INCLUDE:

1. The title appears in the core collection in the Federal Depository Library Manual.

2. The item supports the curriculum or research needs of the university.

3. The item supports interests or heavy use subjects of citizens of the Congressional District.

4. The primary geographical emphasis is on the State of Florida with a secondary emphasis on the southeast region of the United States.

5. The material is not available from other local sources.

When either paper or microfiche can be selected, space limitations are balanced against preservation needs and patron preference for paper. Every effort is made to keep abreast of new information storage formats, while considering user needs and equipment, service and supply demands, ease of access and space requirements. When necessary software or hardware is not available on site, the department may still give consideration to the acquisition of depository materials which patrons may use off site.

As a rule, the Department does not select item numbers described as posters, forms, applications, specifications, press releases, pre-prints, reprints and agency collections of laws and regulations.

V. WEEDING

Space considerations make routine weeding of the Federal Documents Collection a necessity. All weeding is done in accordance with guidelines set up in

Instructions to Depository Libraries and the Federal Depository Manual and by consulting the "List of Superseded Depository Documents" in the Instructions to Depository Libraries. The following procedures insure that the continuous process of weeding is carried out:

1. When a time limit is imposed by a document, keep the latest year or edition of a document when only the current edition is recognized by the issuing agency or when the previous edition has been superseded by a later edition.

2. Discard copy 2+ when a copy 1 is bound, except when the subject matter pertains to Florida or some other heavy demand subject.

3. Discard unneeded documents that GPO sends in error.

4. When item numbers are deselected, flag current holdings to review for possible withdrawal, when appropriate.

5. Withdraw documents that are in poor condition in accordance with the Guidelines...

6. Withdraw documents that have been held as long as required by GPO's instructions and that no longer meet our selection guidelines.

VI. REVIEW

This Collection Development Policy for Federal Documents is reviewed at least every three years or as the need arises.

This Supplement to the Collection Development Statement of the Robert M. Strozier Library, 1985 was submitted March 27, 1992 and accepted by the entire staff. The

Task Force on Federal Documents Selection and Deselection included the following individuals: Marcia Gorin, Documents, Maps and Micromaterials Department, Federal Unit Head and Task Force Chair; Doug Calman, Dirac Science Center Library; Maria Chavez-Hernandez, Reference Department, Interlibrary Loan Unit Head; Joe Pettigrew, Collection Development Department, Monographic Order Unit Head; Greg Toole, Reference Department; Karen Ungurait, Documents, Maps and Micromaterials Department, Federal Unit.

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